

HR2008:42                    **JOB ANNOUNCEMENT**  
POSITION:                    **TITLE VII INDIAN AIDE**  
DEPARTMENT:                **EDUCATION**  
REPORTS TO:                 **HES, ECMS, and ECHS PRINCIPAL**  
ADVERTISING:                **TRIBAL WIDE AND PUBLIC (EVERYONE IS ELIGIBLE FOR CONSIDERATION.)**

OPENING DATE FOR APPLICATIONS:        **WEDNESDAY, JUNE 25, 2008**  
CLOSING DATE FOR APPLICATIONS:        **WEDNESDAY, JULY 9, 2008**

**JOB SUMMARY**

The Title VII Indian Aide serves as a link between local public schools and the Tribal community to prepare students to develop knowledge, skills, and values necessary for lifelong learning through a supportive educational environment where rights of the individual, the rights of others, and the Poarch Creek Indian tribal culture are respected. The Title VII Indian Aide is to work with Indian students only and will only work during actual school hours. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Title VII Indian Aide is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs. Duties and responsibilities include: working under teacher direction to assist with instructional duties; monitoring students as they work on assignments, providing assistance when appropriate; assessing and evaluating student's progress and report that progress to the Education Department on a monthly basis, while maintaining files on students; creating opportunities to provide students with positive attention; communicating all relevant concerns regarding students to teachers, PCI Education Department, or other school personnel as appropriate; providing support in all areas of the classroom while helping to maintain a safe and cheerful learning environment; developing and maintaining positive relationships with the students, their families and school/Tribal personnel; preparing and maintaining required reports and attending meetings as directed; referring students to the Education Department for tutoring as needed; and performing other duties as assigned by the appropriate person.

THIS POSITION IS REGULAR FULL - TIME.  
(SCHOOL YEAR)

**MINIMUM QUALIFICATIONS**

1. Sixty (60) hours at a community college level, with an Associate's Degree preferred; or a passing score on the Work Keys exam.
2. Must successfully pass applicable knowledge, skills and abilities exam.
3. Must meet suitability requirements of Public Law 101-630 and successfully pass the required criminal and character background check.
4. Familiarity with Native American culture preferred.
5. Must possess a high level of maturity and the ability to maintain confidentiality.
6. Must be proficient in computerized record keeping and reporting, and be skilled in software applications such as Word, Excel, etc.
7. Ability to communicate effectively verbally and in writing.
8. Must be able to effectively work and communicate with other staff members and with the general public.
9. Must possess a valid state driver's license.
10. Must travel and participate in training as recommended to meet the goals and objectives of the applicable programs.
11. Able to perform all duties and responsibilities of this position.

**PREFERENCE SHALL BE GIVEN TO AMERICAN INDIANS**

Any qualified individual may apply. Every applicant must complete an application provided by Human Resources at the Tribal Administrative offices. A resume will not be accepted in the place of an application.

**SALARY RANGE: \$10.00 - \$15.00**